

1034.0.0 VENDING FACILITIES FOR THE BLIND

This establishes the Department of Human Services (DHS) policy regarding vending facilities for the blind in compliance with Arkansas Code Annotated 22-3-1301 – 22-3-1313 and applies to all DHS divisions/offices.

1034.1.0 Vending Facilities/Machines

- 1034.1.1 All divisions/offices located on property owned, rented, leased, or otherwise acquired by DHS and housing or serving 50 or more people on a daily basis including walk-in traffic will give preference to the blind in the establishment of vending facilities and will provide a satisfactory site or sites with space and electrical and plumbing outlets suitable for the facilities' location and operation. The Division of Services for the Blind (DSB) Vending Facility Program will determine the appropriate number of vending machines/facilities required for buildings housing multiple divisions/offices.
- 1034.1.2 In sites lacking sufficient profit potential to produce a living wage, coin operated vending machines may be installed with profits accruing to the Vending Facility Program for the Blind. This policy is not intended to cover hospitals, or residential institutions of the State as a direct service to patients, inmates, trainees, or otherwise institutionalized persons.

1034.2.0 Division/Office Responsibilities

- 1034.2.1 Division/office directors will cooperate with the DSB Vending Facility Program in the selection of a suitable location for vending facilities, in original planning and construction, or in alteration and renovation of present state property.
- 1034.2.2 Divisions/offices will provide free of charge the space, necessary utilities, janitorial services and garbage disposal for the operation of the vending facility.
- 1034.2.3 During new construction, major alteration, or renovation of state property on which, in the opinion of the division director, complete meal type food service (cafeteria) is necessary; the heavy equipment necessary for the food preparation, cooking, preserving, and serving of such food will be furnished and installed as part of the overall construction, alteration or renovation cost to the division/office.
- 1034.2.4 Under no circumstances will any division/office condone or perpetrate competition against a vending facility for the blind within space owned, rented or leased by DHS. Any DHS division/office currently retaining earnings, profits or commissions from vending machines and which are not on a definite time period contract shall within 30 days after the adoption of this policy, contact the DSB Vending Facility Program Administrator and advise them of the machines and initiate the transfer of profits to DSB.

1034.3.0 DSB Vending Facility Program Responsibilities

Upon notification by a division/office director that a vending facility is desired, or upon its own initiative, the DSB Vending Facility Program will:

- 1034.3.1 Survey the property, blueprints, plans or other available information to determine if the installation of a vending facility would be feasible and profitable and will notify the division/office director as to the plans of DSB in regard to developing the vending facility. In new construction, the survey will be conducted before construction contracts are awarded.
- 1034.3.2 Provide adequate initial inventory and stocks to make vending facilities operational and provide and install proper equipment and fixtures for all regular vending facilities.
- 1034.3.3 Supervise the overall installation of equipment for the vending facility and supervise the blind licensed operator in the day-to-day operation and management of the vending facility to insure compliance with policies and procedures set down by mutual agreement between DSB and the DHS division/office director for whom the vending facility is to be provided.

1034.4.0 Originating Section/Department Contact

Division of Services for the Blind
700 Main Street, P.O. Box 3237, Slot S101
Little Rock, Arkansas 72203-3237
Telephone: 682-5463, FAX: 682-0366

Replacement Notation: This policy replaces DHS 1034 dated May 1, 1987.